

Draft

Guidelines when packing your office

Your department is planning to move : A proactive organized approach to moving can help prevent move-related injuries. Some injuries may result from lifting or twisting in the process of packing, moving or unpacking. Other injuries may develop following a move if the work station has not been set up correctly.

Consider these tips to help ensure a safer move:

Before the move:

Identify a coordinator and team members to develop moving plans and timelines, keep everyone informed, provide packing materials and aids.

Move coordinators name: _____

Ensure that special requirements needed for employees with disabilities, are identified and included in the planning.

(Consider scheduling a move workshop with Steve Eagles a few days before the move to review safe lifting procedures.)

Order dumpsters for employees cleaning out and disposing of items before moving.
Establish procedures for where unwanted equipment may be taken.

Allocate a clear space in the area where packing containers and other related material can be stored until removed.

Helpful Hints to Survive the Move and Prevent Back Injuries

- Encourage staff to help each other with two-person lifts whenever necessary.
- Encourage employees to take breaks during the move process. Like any change moving can be stressful.
- Take care when bending over and picking up items. Follow guidelines for safe lifting.
- Pack items so that they are snug and secure
- Do not overload the containers.
- Place heavier items on bottom and lighter ones on top

Desks

Remove and pack all loose materials and place in containers.

File cabinets: Empty the top drawers on file cabinets first.

Computers (sample)

Disconnect all cabling. Coil or tape cabling to the top of the monitor or place them in cartons or bags. Clearly label all components.

Do not place computer equipment, monitors and hard drives into boxes. Movers will put computers, and other small equipment

Safety Lifting: (we can include some example Photo's)



Plan ahead and don't hurry.

Ensure that the destination and path are clear of obstacles

Check for any sharp corners or other potential hazards.

Follow these safe lifting tips:

1. Move close to the object and separate your feet shoulder-width apart one foot slightly forward for balance
2. Bend at the knees, while maintaining the natural curve of your back. Pull the object close to you using your arms to support the object.
3. Tighten stomach muscles to help support your back while lifting
4. Using a firm grip on the object, lift with your legs. Maintain the natural curve of your back while your legs do the lifting
5. If you must turn, pivot with your whole body,. Twisting your back while carrying can have painful consequences

Avoid bending and lifting from the floor whenever possible by placing containers to be filed at waist level.

Don't twist when filing containers or moving objects. Pivot with your whole body.

- Where possible break up a heavy load into smaller pieces or containers to avoid excessive weight.

- Wear comfortable shoes and clothing on packing day that allows for proper body mechanics.
- Don't lift multiple books or binders at one time
- Pick a corner of the object to test the weight of an object. If it feels too heavy do not lift it get help.
- Keep objects close to the body when lifting or moving.